

MEMORANDUM:

To: Winnefox Library System Trustees
From: Clairelyn Sommersmith, Assistant Director
Subject: Report of System activities
Date: 19 May 2020

It is an understatement to say that things have changed dramatically since our last board meeting. I'm currently working fulltime from home and can be reached either by email, or by phone if you have questions or are looking for more information regarding this update. I will be checking my office number voicemail; 920-236-5222

COVID-19 Response: In the past two months, Winnefox has pivoted quickly to provide information, resources, and changing services to our member libraries as a result of the COVID-19 pandemic. A new page on the system's extranet provides a list of resources curated by Winnefox staff.

Joy Schwarz, Winnefox's continuing education librarian, has become an expert on leading Zoom meetings, and has trained numerous member librarians to lead their own programming and board meetings on this new platform. An LSTA grant will cover the cost of Winnefox's Zoom licenses.

Keetra Baker, Winnefox's electronic resources librarian, has provided access to the greatly expanded online resources now available to patrons. Many platforms, like Newspaper Archives national subscription, Tumblebooks, Ancestry, are offering access to patrons in their homes and Keetra has overseen the implementation of this service.

Melissa Klein and Karla Smith, Winnefox's ILS staff, have adapted the ILS multiple times throughout these past two months to reflect the changing needs of libraries. From suspending holds, to providing service through curbside pickup, to modifying the library's catalog wording, Melissa and Karla have worked quickly to respond first to the closing and now to the reopening of the member libraries.

Jay Harland, Winnefox's web developer, has provided updated pages to all Winnefox websites informing patrons of the changing services offered by their local library. Jay has also created and installed chats on several Winnefox websites, allowing an access point for patrons with questions or concerns.

Pete Hodge, Winnefox's network manager, has provided guidance to libraries as they create socially distant computer spaces as well as taking this opportunity while libraries have been closed to install 12 new routers.

Michelle Rosenburg, ILL manager, and Julie Schmude, business manager, have worked in tandem to create a safe procedure for staff and patrons as Winnefox begins to offer delivery service again.

I have been attending weekly meetings with the DPI and other system directors as we try to move as unit through these uncertain times.

Trustee Training on Zoom: While in person Trustee Trainings have been canceled for the spring, I will be hosting Trustee 101 and 201 Workshops on Zoom in late June. Look for dates of these workshops in an upcoming email.

Library News: Previous Ethel Everhart director, Aaron Raschke, has taken a position as Menasha's Adult Services Supervisor. Paul Ninneman has been hired to replace Aaron and will begin in Westfield on May 20.

The majority of Winnefox libraries are currently offering curbside pickup with plans to reopen, with significant modifications, between now and the first half of June.